

**MA 166.1 Course Outline as of Spring 2006****CATALOG INFORMATION**

Dept and Nbr: MA 166.1 Title: EXTERNSHIP: MED ASSISTNG  
 Full Title: Externship: Medical Assisting  
 Last Reviewed: 3/14/2016

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.50	Lecture Scheduled	0.50	17.5	Lecture Scheduled	8.75
Minimum	3.50	Lab Scheduled	1.00	6	Lab Scheduled	17.50
		Contact DHR	9.00		Contact DHR	157.50
		Contact Total	10.50		Contact Total	183.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 17.50

Total Student Learning Hours: 201.25

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: MA 66.1

**Catalog Description:**

Practical experience in medical offices, clinics, and hospitals to develop office and interpersonal skills in preparation for entry-level employment as administrative medical assistants. Emphasis is on the ability to function in a medical setting, identify priorities and organize specific tasks necessary for office efficiency.

**Prerequisites/Corequisites:**

Course Completion of MA 167 ( or MA 167A or MA 67A or MA 68.5 or MSR 68.5) and Course Completion of MA 162 ( or MA 62 or MSR 62B) and Course Completion of MA 161 ( or MA 61 or MSR 61) and Course Completion of MA 168 ( or MA 68.1 or MSR 68.1 or MSR 68) and Course Completion of MA 169 ( or MA 68.4 or MSR 68.4) and Course Completion of MA 170A ( or MA 70A or MSR 70A or MSR 70)

**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Practical experience in preparation for entry level employment as an MA. (Grade

Only)

Prerequisites/Corequisites: Course Completion of MA 167 ( or MA 167A or MA 67A or MA 68.5 or MSR 68.5) and Course Completion of MA 162 ( or MA 62 or MSR 62B) and Course Completion of MA 161 ( or MA 61 or MSR 61) and Course Completion of MA 168 ( or MA 68.1 or MSR 68.1 or MSR 68) and Course Completion of MA 169 ( or MA 68.4 or MSR 68.4) and Course Completion of MA 170A ( or MA 70A or MSR 70A or MSR 70)

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

**Outcomes and Objectives:**

Upon completion of this course, the student will be able to:

1. Perform a variety of administrative medical assisting procedures and techniques in a medical office or clinic.
2. Demonstrate problem solving and critical thinking involved with proper and safe use of equipment, procedures and processes utilized by administrative medical assistants in medical office or clinic settings.
3. Apply principles and skills that have been learned in prerequisite and corequisite courses.
4. Demonstrate confidentiality and other ethical and legal concepts while working in administrative medical assisting settings.
5. Communicate effectively, with cultural sensitivity, with patients, supervisor and other medical office/clinic staff.
6. Demonstrate professionalism in a clinical setting.
7. Demonstrate 5-15 techniques and procedures applicable to the medical office/clinic.
8. Evaluate administrative medical assisting employment opportunities.
9. Write a resume and cover letter.
10. Interview competently for an administrative medical assisting position.

## Topics and Scope:

### I. Externship - Applying administrative medical skills in a medical office or clinic

- A. Meet with office or clinic manager to discuss and update task list and to review evaluation process. Procedures students are allowed to do will vary. Students are prepared to assist with indicated basic clinical procedures(see numbers 14-16 below) if they choose to.
- B. Basic clinical procedures:
  - 1. preparing daily patient schedule and charts
  - 2. answering telephones
  - 3. scheduling appointments
  - 4. scheduling surgeries (in surgical offices/clinics).
  - 5. receiving and registering patients
  - 6. receiving and recording patient payments (if office designates)
  - 7. entering computer data
  - 8. filling patient records, reports, ledger cards, etc.
  - 9. opening, sorting, and dispensing mail
  - 10. bookkeeping--posting daysheets, posting to computer.
  - 11. preparing bank deposit (if office designates)
  - 12. billing patients - computerized or ledger card.
  - 13. billing insurance companies
  - 14. preparing patients for exams (if student chooses and office designates)
  - 15. assisting physician with procedures (if student chooses and office designates)
  - 16. cleaning and sterilizing instruments (if student chooses and office designates)
  - 17. demonstrating professional behaviors including:  
dependability, punctuality, cooperation, confidentiality, appropriate appearance, interest in and willingness to learn, and initiative
  - 18. communicating effectively, with cultural sensitivity, with patients, supervisor, instructor, and office/clinic staff

### II. Seminar

- A. Orientation to medical assisting externship
  - 1. process, expectations, and evaluation
  - 2. assigned experience
- B. Analysis of skills and problem solving related to administrative medical assisting experience
- C. Common clinical techniques and procedures administrative medical Assistants would use to assist in the back office
  - 1. vital signs
  - 2. infection control procedures
  - 3. body mechanics
  - 4. sterile technique and gloving
  - 5. assisting the physician with procedures
  - 6. cleaning and sterilization procedures
- D. Resume writing and preparation for interviewing and employment

## Assignment:

1. Complete the required number of hours, performing a variety of designated administrative medical assisting techniques and procedures, during assigned externship in a medical office or clinic under an office/clinical manager's (or their designate's) supervision.
2. Maintain a timesheet.
3. Read 30-40 pages of clinical medical assisting techniques and procedures, each week for first six weeks.
4. Complete 6-10 pages of homework from clinical medical assisting workbook, each week for first six weeks.
5. Demonstrate 5-15 clinical techniques and procedures during performance exams.
6. Complete a 1-2 page weekly report during externship, including tasks performed, successes and problems encountered, goals for next week, and goal achievements and revisions from last week's goals.
7. During seminars, discuss externship experience and participate in 1-3 problem-solving exercises.
8. Complete weekly task sheet update with externship supervisor.
9. Meet with instructor and office/clinic manager when requested.
10. Write a resume and cover letter.
11. Role play job interview skills.
12. Participate in final performance evaluation with instructor. Include office/clinic manager's evaluation, timesheet, task sheet, student evaluation of program, and future plans.
13. Complete 1-4 quizzes.
14. Adhere to standards of professionalism: dependability, punctuality, cooperation, appropriate appearance, interest in and willingness to learn, and initiative.

## Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Reports; resume; cover letter.

Writing  
15 - 20%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Role play; manager's/instructor's evaluation.

Skill Demonstrations  
50 - 70%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion, Short essay.

Exams  
5 - 15%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Professionalism and attendance.

Other Category  
5 - 20%

**Representative Textbooks and Materials:**

CLINICAL MEDICAL ASSISTING. By Bonewit, 2004.

CLINICAL MEDICAL ASSISTING WORKBOOK. By Bonewit, 2004.